Revised: 04/03

Long Term Assignment Expense Reimbursement

Reimbursement for expenses incurred during a Long Term Assignment can be requested on CalATERS. Read these instructions prior to creating the Expense Reimbursement form. The instructions include:

- 1) Information on updating the employee **Profile**.
- 2) Information on keying the Expense Reimbursement form.

These instructions are to be used in conjunction with the <u>Create Expense Reimbursement</u> or <u>Special Account Coding instructions</u>.

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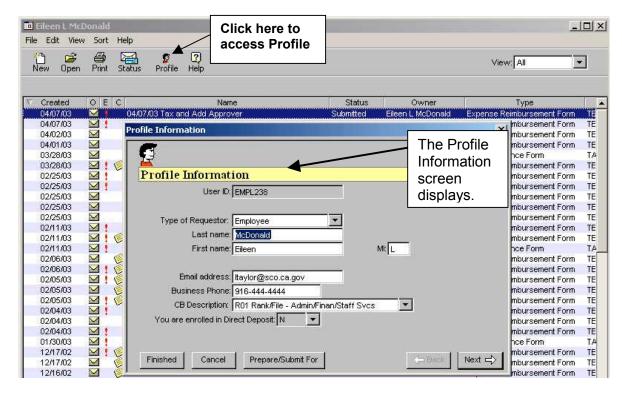
I. Employee Profile Information

<u>Before creating the Expense Reimbursement form</u> verify that your **Profile** information is correct based on the dates for the expenses that will be requested on the form.

Preparers and submitters should ask the employee to follow the instructions in this section to verify that their Profile is correct based on the dates for the expenses that will be requested on the form.

WARNING: Once the initial step to create an Expense Reimbursement is executed the system will take a "snap shot" image of the Profile information which is used to audit the form. If your Profile is inaccurate on a submitted form, you may be required to update your Profile and create a new Expense Reimbursement form.

To access your Profile click on the Profile button at the top of the Work Queue.



Verify/Update the Profile

The following pages identify fields contained in the Profile and their impact when creating an Expense Reimbursement for a Long Term Assignment (LTA). Verify the following fields are correct:

- Name
- > E-mail address
- Business Phone
- CB Description must reflect your CB (Collective Bargaining) status at the time the LTA expenses occurred.

Verify and correct information, then click the Next button.

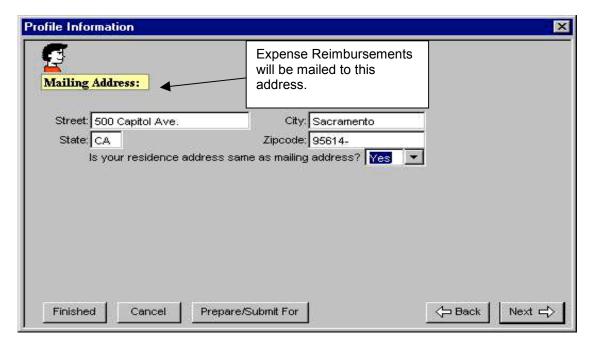
Continued on the next page.

I. Employee Profile Information (continued)

Verify/Update the Profile (continued)

Mailing Address – For those who are not on Direct Deposit, the Mailing address is the location where Expense Reimbursement payments will be mailed. If you wish your payment to be mailed to the address of your LTA, this Mailing address must be updated.

Verify and correct information, then click the Next button.



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I. Employee Profile Information (continued)

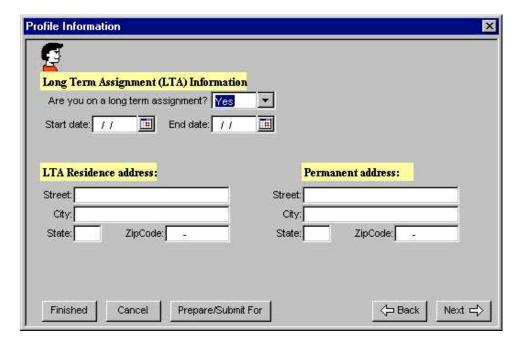
Verify/Update the Profile (continued)

Long Term Assignment (LTA) Information

Verify or update the following fields:

- 1. At the field asking "Are you on a Long Term Assignment?", click "YES".
- 2. Key in or use the calendar button to assign the **Begin** and **End** dates.

 The expenses claimed on your Expense Reimbursement form must fall between the Begin and End dates specified on this screen.
- 3. Key in the address of the long-term assignment in the **LTA Residence Address** field. If payments are to be mailed to this location, change/update the information on the **Mailing Address** screen (see page 3).
- 4. In the **Permanent Address** field, key your permanent residence address.
- 5. Click Finished which will update your Profile.



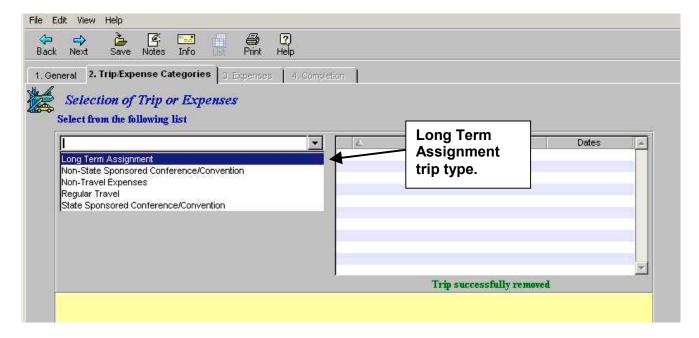
<u>REMINDER:</u> If keying a retroactive Expense Reimbursement and fields were changed to reflect the period of the Expense Reimbursement request, after the form is keyed, return to the Profile and update the fields with current information.

II. Expense Reimbursement Information

When the Profile is updated review the information provided in this section then use the instructions provided in <u>Create Expense Reimbursement</u> or <u>Special Account Coding</u>.

Trip/Expense Categories Tab

Select the trip type **Long Term Assignment**. Other trip types may also be included on the same form (e.g., Regular Travel).

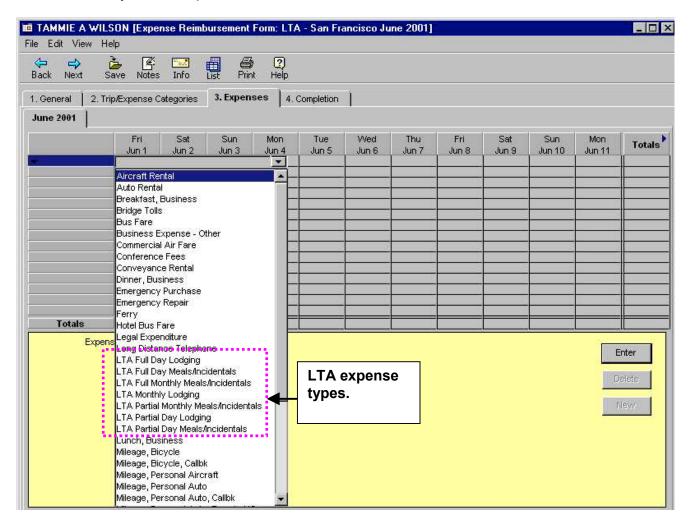


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II. Expense Reimbursement Information (continued)

Expenses Tab

The drop down list of expenses will display miscellaneous expenses, as well as, expenses used only for LTA trips.



Following is an explanation of expenses used with LTA trips:

- ➤ LTA Monthly Lodging Monthly cost incurred from lodging expense while on LTA. This expense is keyed on one date with the full monthly lodging amount (e.g. amount of \$1100 keyed on 08/01/01).
- LTA Full Monthly Meals/Incidentals Monthly cost incurred from meals/incidentals while on LTA. This expense must be keyed on each date the expense is eligible (e.g., amount \$10 must be keyed for each qualifying date of the LTA).
- ➤ LTA Partial Monthly Meals/Incidentals Cost incurred from meals and incidental expenses for travel of 12 hours up to 24 hours while on LTA. This expense is keyed when LTA Monthly Lodging expense is claimed and travel of 12 hours up to 24 hours occurs during that month.

Continued on next page

II. Expense Reimbursement Information (continued)

Expenses Tab (continued)

- ➤ LTA Full Day Lodging Cost incurred from lodging at a commercial establishment from 12 hours up to 24 hours while on a LTA (e.g., amount \$24 is keyed for the qualifying date of the LTA). When claiming meals/incidentals must use the LTA Full Day Meals/Incidentals expense.
- ➤ LTA Full Day Meals/Incidentals Cost incurred from meals and/or incidentals while lodging at a commercial establishment from 12 hours up to 24 hours while on a LTA (e.g., amount \$10 is keyed for the qualifying date of the LTA). When claiming lodging must use the LTA Full Day Lodging expense.
- ➤ LTA Partial Day Lodging Lodging cost incurred while on LTA, lodging expense for travel less than 12 hours.
- LTA Partial Day Meals/Incidentals Cost incurred from meals and incidental expenses for travel less than 12 hours while on a LTA.

LTA Expenses – A message will appear when an LTA expense (see list above) is entered on tab **3. Expenses** and the **Profile** does not have LTA information or the dates on the **Profile LTA Information** screen do not correlate with the dates requested on the Expense Reimbursement see message below.



When this messages displays, you cannot request the LTA trip on this Expense Reimbursement form. The Profile must be updated and a new Expense Reimbursement form must be created.